



Title: Director of Smart Start Investments
Status: Full-Time / Exempt
Supervisor: Executive Director
Hiring Range: \$72,000 – \$76,000/annually
Benefits: Employer-paid health insurance (including vision and dental), paid vacation and sick leave, 13 additional holidays, 7% retirement contribution annually.

The Guilford County Partnership for Children (GCPC) is a local non-profit organization strategically directing over \$18M annually for young children, families, and early childhood educators in Guilford County. The majority of GCPC's funding comes from state and federal funding through contracts with the NC Partnership for Children (NCPC) and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate, and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. *Our mission is to partner with families, early childhood educators, and our community to support the diverse needs of children prenatal to age five, ensuring their success in school and in life.*

SUMMARY

The Director of Smart Start Investments works to ensure an equitable, data-driven, and evidence-based approach to Smart Start resource allocation (currently \$5.5M annually), oversight, support, and program impact.

PRIMARY RESPONSIBILITIES

- Works in collaboration with the Executive Director to develop strategies to achieve the Partnership's goals with a focus on Smart Start funded programs.
- Supports the development of cooperative relationships with other early childhood-serving agencies and organizations in Guilford County.
- Provides oversight, technical assistance, and training as needed for funded direct service providers serving children prenatal to age five (not yet in kindergarten), their families, and early childhood educators.
- Leads program monitoring and evaluation, along with contracted staff, of Smart Start funded activities in accordance with NCPC requirements.
- Manages and collaborates with GCPC's contracted evaluation support.
- Leads the development of funding applications and provides technical assistance to applicants throughout GCPC's bidding process.
- Reviews and approves monthly invoices to monitor pace of spending, to ensure alignment with contracted activities and to identify and report any potential reallocation needs or need to request additional backup documentation.
- Completes the annual submission of activities for NCPC, updates contract activity descriptions as needed, submits quarterly counts and outcome data, and maintains documentation of evidence-based and/or evidence-informed programming.

- Serves as the staff liaison to the Program, Planning, and Accountability (PP&A) committee and prepares related meeting documents in collaboration with the Executive Director and Committee Chair.
- Prepares Requests for Proposals (RFP) as needed for Smart Start allocations and/or contractors and coordinates response process.
- Develops an annual budget for Program Coordination services and recommends revisions as needed.

EVALUATION

- Provides expertise on the needs of young children, their families, and early childhood education facilities (specifically in Guilford County).
- Maintains knowledge of the availability of resources to support young children and offers assistance to address unmet needs.
- Oversees and coordinates the evaluation of all GCPC Smart Start funded programs to include data collection, analysis, and reporting to staff, the GCPC Board, and NCPC.
- Reviews data quarterly to develop a quarterly report for Executive Director and the Smart Start PP&A Committee that includes a summary of performance by direct service providers. Quarterly report will indicate general progress, concerns, challenges, and/or recommendations for additional technical assistance.
- Monitors and maintains macro and micro early childhood system data for Guilford County. Supports the development of GCPC's Annual Report, as well as other data-related documents for the staff, PP&A Committee, Board of Directors, and the larger community.
- Ensures compliance with NCPC reporting requirements.

CONTRACTS

- Supports the Chief Financial Officer and Director of Operations to ensure the annual contracting process for Direct Service Providers (DSPs) happens in accordance with established policies and procedures.
- Assists the Chief Financial Officer and Director of Operations with the amendment and revision process for DSP contract.
- Ensures compliance with the rules set forth by NCPC, federal, and state funding agencies.

OTHER

- Serves as one of the faces of Smart Start in Guilford County.
- Supports a collaborative systems-building mindset within the local early childhood community.
- Actively participates in leadership team meetings, staff meetings, Board meetings, and other events upon request.
- Completes other projects as assigned by the Executive Director.

KNOWLEDGE AND SKILLS

- Strong knowledge of best practices within early childhood services, supports, and systems building.
- Ability to collect and analyze data and present information effectively and concisely, in both written and oral formats.
- Strong organizational and time management skills.
- Ability to establish and maintain effective working relationships with Board and committee members, supervisor, peers, and community partners.
- Understanding of the organization's position regarding the achievement of its goals and mission and its compliance with legal and regulatory requirements.
- Ability to analyze, interpret, recommend, and implement policy and procedural guidelines.
- Excellent computer skills with proficiency in Microsoft Office products.
- Ability to read, analyze, and interpret data, financial reports, and legal documents.

- Ability to provide coaching and leadership development to funded partners and community partners.
- Strong communication, facilitation, and presentation skills.

DEMONSTRATED CHARACTERISTICS

- Results-oriented with an aptitude suited for working under deadline pressure.
- Relationship builder who relates well with others and promotes a positive demeanor.
- Demonstrates sensitivity to cultural diversity and an understanding of equity.
- Demonstrates sound judgment.
- Problem-solver, innovative, and forward-thinking.
- Self-motivated with demonstrated high maturity level.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree required. Master's degree preferred.
- A minimum of five years of experience within a non-profit organization preferred; or a combination of non-profit and private industry experience.
- Experience administering grants and/or managing budgets ranging in size from \$25,000 to \$1M.
- Experience with coordinating and evaluating programs for reach and impact.
- Experience working with a diverse group of stakeholders and partners.
- Understanding of the Smart Start network preferred.
- Guilford County resident preferred.

The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Print Name	Signature	Date
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